

# Punjab Institute of Technology

## GTB Garh (Moga)

(A Constituent College of Maharaja Ranjit Singh Punjab Technical University, Bathinda)

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### TOUR PROGRAMME

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Designation: \_\_\_\_\_

Basic Pay: \_\_\_\_\_

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Date	Station From	To	Mode of Conveyance	Purpose of Journey
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The above tour programme may kindly be approved.

Signature \_\_\_\_\_

**Recommended**

**Approved**

**Director**  
**Punjab Institute of Technology**  
**GTB Garh (Moga)**

# PUNJAB INSTITUTE OF TECHNOLOGY GTB Garh (Moga)

## TA CLAIM FORM

Travelling Allowance Bill of the Establishment of **PIT GTB Garh (Moga)** for the month of \_\_\_\_\_ 20\_\_\_\_

Name \_\_\_\_\_ Designation \_\_\_\_\_ Headquarters \_\_\_\_\_ Basic Pay \_\_\_\_\_

Particulars of Journey/ halt						Means of Conveyance	Actual Rail/ Bus Fare Rs.      P	Mileage by Rail/ Road other means			Detail of Local Convenes			Daily Allowance		Total Rs.      P	Purpose of Journey
From			To					No. of K.M	Rate	Amount	No. of K.M	Rate	Amount	Rate	Amount		
Date	Hours	Station	Station	Date	Hours												

Certificates

(Amount in Words \_\_\_\_\_)

CONTROLLING OFFICER

Attested and certified that

- (1) The person mentioned here in actually took part in the match/ contest/ debate/ meeting
- (2) The amount of Rs. \_\_\_\_\_ has been disbursed to each of the person mentioned herein.
- (3) The class of Railway accommodation actually. Travelled by has been charged.
- (4) The railway return ticket/ concession was not availed of since.
- (5) No entertainment of dinner or lunch was served by the host college.
- (6) No payment or part thereof has been received in this respect through any other bill.

Revenue  
Stamp

Signature

# CERTIFICATES OF TOUR

Name of Official \_\_\_\_\_ Designation \_\_\_\_\_

- 1) Certified that I was not (i) provided with means of location at the expense of Government/ Local fund or court of wards estate for journey by road (Rule 2.92 to 2.95) for any journey for which T.A. has been claimed.
- 2) Certified that I travelled by rail/ steamer on all days, in the class of accommodation which I am entitled except on \_\_\_\_\_ when travelled by \_\_\_\_\_ class.
- 3) Certified that between station connected by rail, viz \_\_\_\_\_ to \_\_\_\_\_ I performed the journey by road transport by road transport viz motor, omnibus, etc. and incurred a sum of Rs. \_\_\_\_\_ as road fair, which is supported by enclosed actual bus car ticket
- 4) Certified that journey by road was performed by motor cycle/ motorcar.
  - i. Which was hired one and all the accommodation of which was not reserved by me.
  - ii. Which was a private details of which are given below.
  - iii. Being my own property.
  - iv. Being a government vehicle.
- 5) Certified that I did not perform the road journey for which mileage allowance has been claimed at the higher rates prescribed in rule 2.24(d) of the T.A. rules by taking a single seat in any public Conveyance excluding a steamer, which plies regularly for hire between fixed point & charges fixed rates I also certify that journey was not performed in another vehicle without payment of its charges incurring its running expenses.
- 6) Certified that the journey by road was performed by taking a single seat in taxi, motor omnibus or lorry.
- 7) Certified that the journey beyond jurisdiction was performed under proper authority.
- 8) Certified that the number of miles shown in the bill is correct.
- 9) Certified that the journey on tour were performed by mail/ express train in the interest of the public service.
- 10) Certified that I was actually not merely constructively in case of Sunday and holidays for which daily allowance has been claimed.
- 11) Certified that I was not absent on causal leaves during the period for which daily allowance has been claimed.
- 12) Certified that during my halt at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ while on duty I continued to incur extra expenditure after first 10 days.
- 13) Certified that the family members, for whom T.A. has been claimed, actually travelled with me or proceeded, followed within the time limit prescribed for journey transfer.
- 14) Certified that the actual expenses incurred as cost of transporting personal effects was not less than the sum claimed in the bill.
- 15) Certified that I transported \_\_\_\_\_ Qtls. of luggage on my transfer.

Dated:

Note:

1. Strike out what so ever not applicable.
2. Attach (a) The Programme pamphlet (b) receipts of conveyance charges (c) authority of the Principal to participate in the \_\_\_\_\_
3. Poster charges are not allowed.
4. A fix revenue stamps in each case if the payment exceeds Rs. 500/-

Signature

Designation